

Data Protection Policy

Emmanuel Christian Centre (ECC) recognises the importance of the careful and lawful treatment of an individual's personal data. Whether it is held on official records, handwritten notes, a computer drive or other digital media, any data held by Emmanuel Christian Centre will be subject to the legal safeguards described in the Data Protection Act 2018 (Now DPA, formerly the UK GDPR).

Emmanuel Christian Centre is committed to upholding the principles of the DPA. These principles state the legal conditions in relation to obtaining, handling, processing, transportation and storage of personal data. Employees or others who obtain, handle, process, transport and store personal data for Emmanuel Christian Centre must understand and commit to these principles.

The Principles

The principles require that personal data is to be:

1. used fairly, lawfully and transparently.
2. used for a specified and explicit purposes.
3. used in ways that are adequate, relevant and which is necessary.
4. accurate and where necessary, kept up to date.
5. kept no longer than is necessary.
6. handled in a way that ensures appropriate security.
7. protected against unlawful or unauthorised processing, access, loss, destruction or damage

Maintaining Confidentiality

Other than by the exceptions below, Emmanuel Christian Centre will treat all your personal information as private and confidential and not disclose any data about you to anyone other than the leadership, oversight and volunteers in order to facilitate the administration and effective day-to-day ministry of the church and charity. Personal information may occasionally be shared with external spiritual support for discipleship and wellbeing, or to ensure that those providing pastoral guidance are accountable and providing the correct counsel. Where appropriate personal data will be blanked or redacted.

All staff and volunteers who have access to personal data will be required to understand this document and act in accordance.

There are four exceptional circumstances to the above permitted by law:

1. Where we are legally compelled to do so.
2. Where there is a duty to the public to disclose.
3. Where disclosure is required to protect your interest.
4. Where disclosure is made at your request or with your consent.

Use of Personal Information

Emmanuel Christian Centre may use your data for the following purposes:

1. Day-to-day administration of the church; e.g. preparation of ministry rotas, maintaining financial records for audit and tax purposes, recording our accounts and processing gift-aid, sharing contact details with group leaders or department leaders, contacting you to keep you informed of church activities and events.
2. Statistical analysis; e.g. gaining a better understanding of church demographics, reach and membership characteristics.
3. Legal, statutory and policy obligations; e.g. best practice for comprehensive safeguarding procedures, due diligence, complaints handling and information sharing.

4. Ministry, pastoral and spiritual care; e.g. pastoral visits, communication on pastoral issues, advice, help in times of illness or need, training, discipleship, biblical discipline and life events such as marriage, baptisms and birthdays.
5. Delivering ECC's charitable objectives; e.g. to carry out any voluntary or charitable activities for the benefit of the public provided for in the Constitution.
6. Membership and church records; e.g. to store names and addresses, maintain lists and monitor adherence to the rules described in the Constitution.
7. Fundraising and promotion; e.g. recording and publication of stories, photographs and videos for training, marketing, social media, the website and external news media, as well as processing grant applications and reports.
8. Canvassing ideas, views or comments; e.g. views and ideas which would help us to improve or to make effective leadership decisions.
9. Schedules and changes to our services; e.g. notifications of Sunday meetings, ad-hoc events, current practices, church staff, and leadership updates.
10. Christian interest; e.g. information about missions, campaigns, appeals, devotionals, church news encouragement or fundraising activities.
11. Process and storage of personnel files; e.g. information on staff, student, member and volunteer applications, references, training and communications.
12. CCTV systems; for the prevention and prosecution of crime, to monitor adherence to safety policies and procedures, or other reasons when there is a duty to the public.
13. To use medical and health information that you provide; for your safety, welfare and wellbeing.

Subject Access

All individuals who are the subject of personal data held by Emmanuel Christian Centre are entitled to:

1. be informed about how your data is being used.
2. access personal data.
3. have incorrect data updated.
4. have data erased.
5. stop or restrict the processing of your data.
6. data portability.
7. object to how your data is processed in certain circumstances.

Your data will not be passed onto any third parties outside of Emmanuel Christian Centre except where allowed by points 1 to 13 in the section 'Use of Personal Information'. The best way to ensure personal data is up to date is to send an update in writing or by email.

Subject Consent

The need to process data for normal purposes has been communicated and subjects of data are required to sign or initial an Emmanuel Christian Centre consent form. If the data is exceptional or sensitive, for example your ethnicity or gender, further express consent to process the data must be obtained. Signing the consent form confirms the uses described in points 1 to 13 above. You may opt out of specific points 1 to 13 in writing, if it is legal and practical to do so. This can be done by a letter or email the Chairman.

In some cases, such as for HMRC audits or legal requirements, Emmanuel Christian Centre may need to retain some information for an extended period.

Rights to Access Information

Employees and other subjects of personal data held by Emmanuel Christian Centre have the right to access any personal data that is being held in certain manual filing systems. This right is subject to certain exemptions: Personal Information may be withheld if the information also relates to another individual or if item 3 of 'The Principles' is not met.

Any person who wishes to exercise this right should make the request in writing to the Chairman of Emmanuel Christian Centre using the standard form which is available online from www.ico.gov.uk.

If personal details are inaccurate, they can be amended upon request.

Emmanuel Christian Centre aims to comply with requests for access to personal information as quickly as possible, but will ensure that it is provided within 30 days of receipt of a completed ICO form unless there is good reason for delay. In such cases, the reason for delay will be explained in writing to the individual making the request.

Types of Data

For the avoidance of doubt, personal data used or stored by Emmanuel Christian Centre could include:

1. Names, titles, aliases, social media usernames, photographs and videos.
2. Contact details such as telephone numbers, addresses, and email addresses.
3. Only where they are relevant to our administration as a church and charity, or in your best interests, we may process demographic information such as gender, age, date of birth, marital status, nationality, education/work histories, academic/professional qualifications, hobbies, family composition, and dependants.
4. Where you make donations, financial gifts, tithe or pay for activities such as use of a church hall or weekends away, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, receipts, usernames, policy numbers, and claim numbers.
5. Your religious beliefs; The data we process is likely to constitute sensitive personal data because, as a church, the fact that we process your data at all may be suggestive of your religious beliefs.

Deletion of Data

If personal data is deleted by Emmanuel Christian Centre, at the request of the subject or otherwise, we will destroy paper records by incineration or shredding to a minimum of DIN P-4 (2mm x 15mm) and digital data by data file shredding (DoD 5220-22M).

To consent

It is important that you remain aware of the latest Data Protection Policy which is updated on our website or from the office. We would like to communicate with you about the church and its activities in line with this policy. However, your privacy is important to us so we need your explicit consent by completing the form at: www.emmanuelcc.org.uk/dataprotection

In the UK, any person aged 13 years and older is responsible for their own personal information. Therefore, anyone 12 years or younger must have parental consent.

By completing, signing or initialling the online form you consent to Emmanuel Christian Centre communicating with you, retaining your personal information and using your personal data which you furnish, in line with our latest Data Protection Policy at any given time. This includes any children you have added who you have parental responsibility for. If you 'tick' to be added to the e-noticeboard, social media groups or directory, you are aware that your communication and email address will be viewable to all other users. To update any personal data held by Emmanuel Christian Centre or to opt-out of specific data use, please send details of the changes in writing or by email.